

UNITED STATES DEPARTMENT OF AGRICULTURE

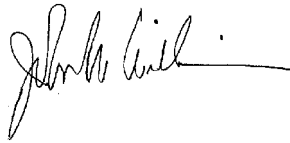
Farm Service Agency
Washington, DC 20250

Notice FI-2341

For: State and County Offices

Processing FLP Collections on County Office System/36 Cash Receipts Application

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Notice FI-2254, which had a disposal date of November 1, 1998, provided instructions for processing FLP collections to the System/36 Cash Receipts Application.

B

Purpose

This notice:

- reissues the information in Notice FI-2254
- provides new codes for processing administrative offsets
- provides instructions on how to:
 - process FLP collections
 - process vendor check cancellations
 - process FLP dishonored checks
 - correct (modify or delete) FLP collections
 - process Treasury check cancellations
 - mail Treasury checks to St. Louis/KCMO Finance Office (SLKCFO) for cancellations

Continued on the next page

Disposal Date

December 1, 1999

Distribution

State Offices; State Offices relay to County Offices

Notice FI-2341

1 Overview (Continued)

C

Other References

Other references include:

- 3-FI, which provides additional references for specific procedures for State and County Office receipts, such as:
 - acceptable remittances (paragraph 16)
 - preparing FSA-603 (paragraph 19.5)
 - depositing and endorsing remittances (paragraphs 31 through 33, 34.5, and 35)
 - FmHA Instructions 1951-A and 1951-B for areas not covered in this notice.
-

D

SLKCFO

Mailing

Addresses and

FAX Numbers

This notice requires that certain forms be mailed or FAXed to SLKCFO. SLKCFO's mailing addresses are:

- USDA, FSA, St. Louis/KCMO Finance Office
Loan Accounting Division
P.O. Box 200003
St. Louis, MO 63120-0003

Note: The FAX number is 314-539-6910.

- USDA, FSA, St. Louis/KCMO Finance Office
Loan Operations Division
P.O. Box 200003
St. Louis, MO 63120-0003.

Note: The FAX number is:

- 314-539-3111 for States 01 through 32
 - 314-539-6447 for States 33 through 64.
-

E

Contact

If there are questions about this notice:

- County Offices shall contact the State Office
 - State Offices shall contact Lenior Simmons, FMD, at 703-305-1313.
-

Notice FI-2341

2 FLP Nonautomated Program Codes

A

Nonautomated Program Codes

Follow instructions in this table when selecting nonautomated program codes to process FLP activity.

Program Code	Description	Process	Special Data
FCP	To record normal and miscellaneous collections	See paragraphs 3, 4, and 6 to record FLP collections.	See Exhibit 1 for instructions when recording special data.
FCPLC	To record vendor check cancellations only	See paragraphs 3, 5, and 6 to record FLP vendor check cancellations.	See Exhibit 2 for instructions when recording special data.
DISHCKCANFCP	To record dishonored checks	See paragraphs 3 and 7 to record FLP dishonored checks.	

B

Using CCC-257 Process

By using the Cash Receipts Application to process FLP collections, FLP will be included on CCC-257 and the deposit will be made through CBS or the CCC Lockbox Bank.

Note: This process does not apply to the cancellation of FLP Treasury checks.

3 Accessing Cash Receipts Software

A

Overview

This paragraph provides instructions for accessing the cash receipts software in the accounting application to process FLP and remittance data.

Continued on the next page

Notice FI-2341

3 Accessing Cash Receipts Software (Continued)

B

Accessing Cash Receipts Software

Complete the following table to access the cash receipts software.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER "4", "Application Processing (Office Selection)".	Menu FAX09002 will be displayed.
2	On Office Selection Option Menu FAX09002, enter the County Office number.	Menu FAX07001 will be displayed.
3	On Application Selection Menu FAX07001, ENTER "1", "Accounting".	Menu AAA000 will be displayed.
4	On Accounting Main Menu AAA000, ENTER "2", "Cash Receipts Function".	Menu AGK000 will be displayed.

C

Example of Menu AGK000

Following is an example of Cash Receipts Main Menu AGK000.

COMMAND	AGK000
Accounting -Cash Receipts Main Menu	

1. Enter Payment/Refund for Schedule of Deposit (CCC-257)	
2. Modify or Delete Schedule of Deposit (CCC-257) Information	
3. Prepare Schedule of Deposit (CCC-257)	
4. Perform Concentration Banking Functions	
5. Print Reports and Forms	
6. Inquiry of Cash Receipts History File	
7. Check for Out of Balance/Pending CCC-257's Prior to Queuing	
8. Purge Cash Receipts History File and Build Archive Diskette/Tape	
9. Move Schedule of Deposit (CCC-257) Data	
23. Return to Primary Selection Menu	
CMD3= Previous Menu	
Enter option and press "Enter".	

4 Using Cash Receipts to Record FLP Data

A

Overview

This paragraph provides instructions for using option 1 on Menu AGK000. Option 1 permits users to enter FLP data on current day, manually prepared, or already prepared CCC-257.

This notice only covers the recording of FLP data on a current CCC-257. See 3-FI, paragraphs 65 and 66, to record FLP data on a manually prepared or already prepared CCC-257.

B

Definitions of FLP Data and Remittance Data

FLP data is information needed to update FLP borrower accounts in SLKCFO. This information includes:

- program code
- repayment/credit date
- ID number and type
- borrower's name
- borrower's State and county number
- special data.

Remittance data is information about the financial document that is used to remit the deposit. Essential items include:

- remitter's name
 - remittance number
 - amount
 - money order fee, if applicable.
-

C

Qualification

FLP and remittance data will be recorded separately with FLP data being entered first.

Continued on the next page

Notice FI-2341

4 Using Cash Receipts to Record FLP Data (Continued)

D

Entering FLP Collections

Use the following table to record FLP collections on Screen AGK01000 when the nonautomated program code is FCP.

Step	Action	
1	On Menu AGK000, ENTER "1", "Enter Payment/Refund for Schedule of Deposit (CCC-257)". Result: Screen AGK01000 will be displayed.	
2	ENTER "FCP" for nonautomated program code and PRESS "Field Exit".	
3	The current date will be displayed, re-enter the repayment/loan date if different and PRESS "Field Exit". Note: The date must be less than or equal to the current date.	
4	Enter borrower ID number and type.	
	IF ID number is...	THEN go to...
	unknown and in the name and address file	step 5.
	unknown and the collection code is 10 through 15, or 27, ENTER "None"	step 5.
	known and in the name and address file	step 6.
	known or unknown, and not in the name and address file	step 7.
5	PRESS "Tab" to advance to the "Name" field, and: <ul style="list-style-type: none"> enter last name or first letter of last name PRESS "Enter" to display last name select number for desired borrower's name and PRESS "Enter". Note: The system will automatically display the borrower's name.	
6	PRESS "Enter". Go to step 8.	

Continued on the next page

4 Using Cash Receipts to Record FLP Data (Continued)

**D
Entering FLP
Collections
(Continued)**

Step	Action	
7	IF ID number is...	THEN PRESS "Cmd7" to exit the Cash Receipts Application and...
	unknown	<ul style="list-style-type: none"> • identify borrower's ID number and name in Report Code 540, Status Report of Farmer Program Accounts, or in the Management Record System • enter the borrower's ID number and name in the name and address file according to 1-CM • reaccess the Cash Receipts Application according to subparagraph 3 B.
	known	<ul style="list-style-type: none"> • enter the borrower's ID number and name in the name and address file according to 1-CM • reaccess the Cash Receipts Application according to subparagraph 3 B.
8	Enter State and county number from the borrower's case number and PRESS "Field Exit".	
9	Enter a collection code and PRESS "Enter". See Exhibit 3 for collection code definitions.	
	Result: Screen AGK01005 will be displayed.	

Continued on the next page

4 Using Cash Receipts to Record FLP Data (Continued)

E
Example of
Screen
AGK01005

Following is an example of Screen AGK01005.

Accounting 029 Luna	Entry	AGK01005
Program Data Entry Screen	Version 0000 10-30-1998	13:10 Term #1

Enter Program Information		
Program Code _____ Repayment/Loan Date _____		
ID Number _____	ID Type ____	Facility Code _____
Name _____		
Farm Loan		
Borrower Case Number	State	County
		Collection Code
Amounts:		
Farm Loan _____		
Special Data (Y or N) Y		
Enter=Continue Cmd2=Return to Program/Producer Entry Cmd7=End Help=Help Text		

Continued on the next page

4 Using Cash Receipts to Record FLP Data (Continued)

F

Completing Screen AGK01005

Screen AGK01005 will display a field to record the FLP collection or loan amount.

Step	Action
1	<p>Enter FLP collection amount and PRESS "Field Exit".</p> <p>This is the amount to be applied to 1 loan, which is the loan described on Screen AGK01201. It is not the amount of the check, unless the total amount of the check is to be applied to only 1 loan. The total amount of the check is entered on Screen AGK01500.</p> <p>Notes: If the miscellaneous collection code is "02", the amount must be less than \$100.</p> <p>If the miscellaneous collection code is "36", the amount cannot be equal to \$280.</p>
2	<p>"Y" for yes will be displayed in the "Special Data" field. "N" for no will never be displayed since the special data is always required for FLP collections.</p> <ul style="list-style-type: none"> • If data is correct, PRESS "Enter" twice. Screen AGK01201 will be displayed. • If data is incorrect, PRESS: <ul style="list-style-type: none"> • "Cmd2" to return to Program/Producer Entry Screen • "Cmd7" to end and return to Menu AGK000.

Continued on the next page

Notice FI-2341

4 Using Cash Receipts to Record FLP Data (Continued)

G Example of Screen AGK01201

Following is an example of Screen AGK01201.

Accounting	029 LUNA	Entry	AGK01201
Farm Loan Data Screen		Version 0000 10-30-1998	Term W1

Program Data Accepted by	Cash Receipts	For \$	
On Program Code		Repaid MM-DD-YYYY	
By	ID Number	Type	

Collection Code	Borrower Case Number	State	County
Fund Code	Loan/Lease Number	Loan Coding	Advice Number
Transferor/Lessee ID Number	ID Type	Facility Code	
Name			
Transferor/Lessee	State	County	Effective Date
Transferor/Lessee	Fund Code	Loan Number	
Original Equity RECAP Amount			
Equity RECAP Collected			
Enter Free Form Special Data			

Enter=Continue Cmd7=End Help=Help Text			

H Completing Screen AGK01201

Format FLP special data according to Exhibit 1.

When applicable, County Offices shall enter the required text data in the "Enter Free Form Special Data" field. After special data sequence has been entered, PRESS "Enter". Screen AGK00500 will be displayed to select type of CCC-257.

See paragraph 6 to record remittance on a current CCC-257.

5 Processing FLP Treasury Loan or Vendor Check Cancellations

A

Overview

The 3 types of FLP checks that are subject to cancellation are Treasury loan checks, Treasury program loan cost checks, and vendor checks. Treasury loan checks are Treasury checks that have been issued for an FLP loan and are being held by the County Office awaiting the settlement and final signature of the loan closing documents. Treasury program loan cost and vendor checks are received mainly because of reimbursement of certain program loan costs.

To process the cancellation of:

- Treasury loan and Treasury program loan cost checks, see subparagraph B
 - vendor checks, see subparagraph C.
-

B

Canceling FLP Treasury Loan and Program Loan Cost Checks

County Offices shall:

- prepare FmHA 1940-10 according to Exhibit 4 to cancel the unused FLP Treasury checks through SLKCFO, Loan Accounting Division (LAD)
- on the front of the Treasury check, write "Not Negotiable" in red ink
- mail FmHA 1940-10 and unused Treasury check or checks to SLKCFO, LAD to the address indicated in subparagraph 1 D
- follow instructions in Exhibit 4 for canceling loan obligations.

Note: Do not record these checks in the Cash Receipts Application.

Continued on the next page

Notice FI-2341

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

C

Entering a Vendor Check Cancellation

Cancellation of vendor checks shall be deposited using FSA's deposit mechanisms and recorded in the Cash Receipts Application.

Note: County Offices **shall not** use this process to record the cancellation of Treasury checks.

Use the following table to record the cancellation of a vendor check issued to an FLP borrower or customer.

Step	Action
1	On Menu AGK000, ENTER "1", "Enter Payment/Refund for Schedule of Deposit (CCC-257)". Screen AGK01000 will be displayed.
2	ENTER "FCPLC" for nonautomated program code and PRESS "Field Exit".
3	The current date will be displayed, re-enter the repayment/credit date if different and PRESS "Field Exit". Note: The date must be less than or equal to the current date.
4	If only 1 borrower is tied to the canceled check, enter borrower ID number and type. For multiple borrower cancellations of 2 to 6 borrowers, go to step 8. For multiple borrower cancellations of more than 6 borrowers, select 1 borrower tied to the check, and enter the borrower's ID number and type.
	IF ID number is...
	THEN go to...
	unknown and in the name and address file step 5.
	known and in the name and address file step 6.
	known or unknown, and not in the name and address file step 7.
5	PRESS "Tab" to advance to the "Name" field, and: <ul style="list-style-type: none"> • enter last name or first letter of last name • PRESS "Enter" to display last name • select number for desired borrower's name and PRESS "Enter". Result: The system will automatically display the borrower's name.
6	PRESS "Enter". Go to step 10.

Continued on the next page

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

C
Entering a
Vendor Check
Cancellation
(Continued)

Step	Action	
7	IF ID number is...	THEN PRESS "Cmd7" to exit the Cash Receipts Application and...
	unknown	<ul style="list-style-type: none"> identify borrower's ID number and name in Report Code 540, Status Report of Farmer Program Accounts, or in the Management Record System enter the borrower's ID number and name in the name and address file according to 1-CM reaccess the Cash Receipts Application according to subparagraph 3 B.
	known	<ul style="list-style-type: none"> enter the borrower's ID number and name in the name and address file according to 1-CM reaccess the Cash Receipts Application according to subparagraph 3 B.
8	If more than 1 borrower (multiple cancellations up to a maximum of 6 borrowers) is tied to the canceled vendor check, ENTER "None" in the "ID Number" field and PRESS "Tab" to the "Name" field.	
9	Enter vendor name in the "Name" field and PRESS "Field Exit".	
10	<p>Enter the State and county number from the borrower's case number and PRESS "Enter".</p> <p>Note: For multiple cancellations, do not enter the borrower's case State and county code or collection code.</p> <p>Result: Screen AGK01005 will be displayed.</p>	

Continued on the next page

Notice FI-2341

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

D
Example of
Screen
AGK01005

Following is an example of Screen AGK01005.

Accounting 029 Luna	Entry	AGK01005
Program Data Entry Screen	Version 0000 10-30-1998 13:10	Term #1

Enter Program Information		
Program Code _____	Repayment/Loan Date _____	
ID Number _____	ID Type ____	Facility Code _____
Name _____		
Farm Loan		
Borrower Case Number	State	County
		Collection Code
Amounts:		
Farm Loan _____		
Special Data (Y or N) Y		
Enter=Continue Cmd2=Return to Program/Producer Entry Cmd7=End Help=Help Text		

Continued on the next page

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

E

**Completing
Screen
AGK01005**

Screen AGK01005 will display a field to enter the vendor check amount.

Step	Action
1	Enter the total amount of the FLP check cancellation and PRESS "Field Exit".
2	<p>"Y" for yes will be displayed in the "Special Data" field. "N" for no will never be displayed since special data is always required for FLP collections.</p> <ul style="list-style-type: none"> • If data is correct, PRESS "Enter" twice. Screen AGK01202 will be displayed. • If data is incorrect, PRESS: <ul style="list-style-type: none"> • "Cmd2" to return to Program/Producer Entry Screen • "Cmd7" to end and return to Menu AGK000.

Continued on the next page

Notice FI-2341

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

F
Example of
Screen
AGK01202

Following is an example of Screen AGK01202.

Accounting	029 LUNA	Entry	AGK01202
Farm Loan Data Screen		Version 0000 10-30-1998	Term W1

Program Data Accepted by	Cash Receipts	For \$	_____
On Program Code		Repaid MM-DD-YYYY	
By	ID Number	Type	

Borrower Case Number	State	County	
Fund Code	Loan Number	Assistance Code	
Cancel Action Code	Type Code	Fiscal Year	
Check Number		Check Date	
Purchase Order Number		Invoice Number	
Vendor Name			
Enter Free Form Special Data			

Enter=Continue Cmd7=End			

Continued on the next page

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

G

Completing
Screen
AGK01202

Follow this table to complete Screen AGK01202.

IF there...	THEN...	AND, after special data has been entered...
is 1 borrower tied to the collection of a vendor check	according to Exhibit 2, complete Screen AGK01202 for the borrower	<ul style="list-style-type: none"> PRESS "Enter" <p>Result: Screen AGK00500 will be displayed to select type of CCC-257.</p> <ul style="list-style-type: none"> see paragraph 6 to record remittance on current CCC-257.
are 2 to 6 borrowers tied to the collection of a vendor check	according to Exhibit 2, complete Screen AGK01202	<ul style="list-style-type: none"> PRESS "Enter" <p>Result: Screen AGK01203 will be displayed to enter additional data for each borrower.</p> <ul style="list-style-type: none"> see subparagraph I to enter additional borrower data.
are more than 6 borrowers tied to the collection of a vendor check	<ul style="list-style-type: none"> according to Exhibit 2, complete Screen AGK01202 for that borrower selected on Screen AGK01005 in the "Free Form Special Data" field, ENTER "Detailed FmHA 1940-10 cancellation data FAXed to LOD on MM/DD/YY." <p>Note: County Offices shall prepare FmHA 1940-10 to record detailed information for all borrowers. FAX FmHA 1940-10 to SLKCFO, Loan Operations Division (LOD). The FAX number is:</p> <ul style="list-style-type: none"> 314-539-3111 for States 01 through 32 314-539-6447 for States 33 through 64. 	<ul style="list-style-type: none"> PRESS "Enter" <p>Result: Screen AGK00500 will be displayed to select type of CCC-257.</p> <ul style="list-style-type: none"> see paragraph 6 to record remittance on current CCC-257.

Continued on the next page

5 Processing FLP Treasury Loan or Vendor Check Cancellations (Continued)

H
Example of
Screen
AGK01203

Following is an example of Screen AGK01203.

Accounting	029 LUNA	Entry	AGK01203
Farm Loan Multiple ID Screen		Version 0000 10-30-1998 11:27	Term #1

Credit Amount		\$9999.99	
1. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
2. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
3. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
4. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
5. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
6. Borrower ID Number	Fund Code	Loan Number	
Borrower Case Number State	County	Amount	
Enter=Continue Cmd7=End Help=Help Text			

I
Completing
Screen
AGK01203

County Offices shall only record data in Screen AGK01203 if there are 2 to 6 borrowers tied to a canceled check. Enter:

- borrower's ID number
- fund code
- loan number
- State and county number from the borrower's case number
- amount.

After special data sequence has been entered, PRESS "Enter". Screen AGK00500 will be displayed to select type of CCC-257. See paragraph 6 to record remittance on current CCC-257.

6 Recording FLP Remittance Data

A

Overview

This paragraph provides instructions to record FLP remittance data after FLP data has been recorded.

Remittance screens will automatically be displayed upon validating FLP collection data beginning with Screen AGK00500. Screen AGK00500 allows the user to select 1 of the following types of CCC-257's:

- current CCC-257
 - manually prepared CCC-257
 - already prepared CCC-257.
-

B

Example of Screen AGK00500

Following is an example of Screen AGK00500.

Accounting	029 LUNA	Entry	AGK00500
Schedule of Deposit Selection Screen		Version 0000 10-30-1998 11:27	Term #1
Select Type of CCC-257			
<ol style="list-style-type: none"> 1. Current CCC-257 2. Manually Prepared CCC-257 *3. Reserved 4. Already Prepared CCC-257 			
Enter option and press "Enter". _____ * = Option currently not available.			

Screen AGK00500 displays the following options.

- 1, "Current CCC-257".
 - 2, "Manually prepared CCC-257". See 3-FI, paragraph 65 for instructions.
 - 4, "Already prepared CCC-257". See 3-FI, paragraph 66 for instructions.
-

Continued on the next page

6 Recording FLP Remittance Data (Continued)

B

Example of Screen

AGK00500 (Continued)

ENTER "1", "Current CCC-257". Screen AGK01500 will be displayed to enter the remittance data.

If more than 1 remittance is received, record each remittance separately. The system will enable more than 1 remittance to be recorded, if the program amount exceeds the remittance amount.

C

Example of Screen

AGK01500

Following is an example of Screen AGK01500.

Accounting 029 LUNA	Entry	AGK01500
Remittance Data Entry Screen	Version 0000 10-30-1998 13:11	Term #1

Schedule Number XXXX Schedule Type CURRENT Schedule Date CURRENT		

Program Data Accepted From Cash Receipts	For \$ _____	
On Program Code FCP	Repaid 10-30-1998	
By _____	ID Number _____	Type__

Enter Remittance Information		
Check/Item Number _____		
ENTER=Continue		
Help=Help Text		

Continued on the next page

6 Recording FLP Remittance Data (Continued)

D

**Completing
Screen
AGK01500**

Screen AGK01500 displays a field for entering a check or item number. The term "item" is used to describe money orders or cash remittances.

IF the remittance is...	THEN...
a check or money order purchased by the producer	<ul style="list-style-type: none"> enter the check or money order number only and PRESS "Field Exit" PRESS "Enter" to continue.
cash	<ul style="list-style-type: none"> assign cash remittances beginning with number "1CA" <p>Notes: Numbers shall be assigned sequentially for each CCC-257.</p> <p>"CA" identifies cash in the system.</p> <p>If more than 1 cash remittance is received in a day, increase the assigned number in sequential order.</p> <p>Assigning a number to the remittance ties program data records to the remittance.</p> <ul style="list-style-type: none"> enter assigned cash remittance number and PRESS "Field Exit" PRESS "Enter" to continue.
a money order that is purchased by the County Office	<ul style="list-style-type: none"> include the last 6 numbers of the document in the first 6 positions of the "Check Number" field in the last 2 positions after the number, ENTER "MO" PRESS "Enter" to continue.

Continued on the next page

Notice FI-2341

6 Recording FLP Remittance Data (Continued)

E

After Data Has Been Entered on Screen AGK01500

After data has been entered on Screen AGK01500, the system will search files to determine whether the remittance number has been recorded previously on the same CCC-257.

IF the remittance number...	THEN Screen...
has not been previously recorded in the Cash Receipts Application	AGK01510 will be displayed. See subparagraph K.
has been recorded in the Cash Receipts Application	AGK01505 will be displayed with the remittance record containing the same check or item number. See subparagraph F.

F

Example of Screen AGK01505

Following is an example of Screen AGK01505.

Accounting	017 County	Entry	AGK01505
Remittance Data Entry Screen		Version 0000 05-31-1998 11:52	Term #2

Schedule Number 0001	Schedule Type CURRENT	Schedule Date CURRENT	

Program Data Accepted From	Cash Receipts	For \$125.00	
On Program Code FCP		Repaid 01-16-1998	
By ROBERT MONROE	ID Number 512521442	Type S	

Multiple Producer Remittance Display		Check/Item Number 00246810	
These Remittances entered with a matching check/item number:			
Seq#	Payment Made By	Amount	
001	ROBERT MONROE	\$125.00	
Enter corresponding Seq# _____ (Leave Seq# blank to enter a separate Remittance)			
ENTER=Continue	CMD2=Return to Remittance Entry	HELP=Help Text	

Continued on the next page

6 Recording FLP Remittance Data (Continued)

G

Completing
Screen
AGK01505

Use this table to complete Screen AGK01505.

Step	Action	
1	Verify that the program data belongs with the remittance displayed.	
	IF the program data...	THEN...
	belongs with the displayed record	<ul style="list-style-type: none"> enter the sequence number and PRESS "Field Exit" PRESS "Enter" to display Screen AGK01510. Result: A new remittance record is created.
	does not belong with the displayed record	<ul style="list-style-type: none"> do not enter a sequence number PRESS "Enter" to redisplay Screen AGK01500.
2	PRESS "Enter" to continue.	

Continued on the next page

Notice FI-2341

6 Recording FLP Remittance Data (Continued)

H
Example of
Screen
AGK01500

Following is an example of Screen AGK01500.

Accounting	107 County	Entry	AGK01500
Remittance Data Entry Screen		Version: 0000 xx-xx-xxxx 12:56	Term #1

Schedule Number 0012	Schedule Type Current	Schedule Date Current	

Program Data Accepted From	Cash Receipts	For	\$125.00
On Program Code FCP			Repaid 07-09-1998
By Robert Monroe	ID Number	513320573	Type S

Enter Remittance Information			
Check/Item Number 00000105			
Amount 125.00			
Payment Made By Robert Monroe			
If this is a money order, enter the applicable fee			
Enter=Continue	Cmd2=Restart Remittance Entry	Help=Help Text	

Continued on the next page

6 Recording FLP Remittance Data (Continued)

I

Completing
Screen
AGK01500

Use this table to complete Screen AGK01500.

Step	Action
1	<p>Enter the appropriate data in the:</p> <ul style="list-style-type: none"> "Amount" field and PRESS "Field Exit" <p>Note: This field requires the total amount received for the corresponding check or item number, which includes the money order fee, if applicable.</p> <ul style="list-style-type: none"> "Payment Made By" field <p>Note: This field requires the name of the person or entity submitting the payment. If the County Office purchased a money order for more than 1 remittance, ENTER "CASH". This field defaults to the name entered on the Program Entry Screen.</p> <ul style="list-style-type: none"> "If this is a money order, enter the applicable fee" field and PRESS "Field Exit".
2	PRESS "Enter" to continue.

Continued on the next page

6 Recording FLP Remittance Data (Continued)

J

**When
Remittance
Records Are
Validated**

After each remittance record has been validated and updated to the cash work file, remittance records will be compared to the program data records.

IF remittance records are...	THEN...	
equal to the program data	Screen AGK01510 will be displayed showing that program and remittance records are in balance.	
	IF...	THEN PRESS...
	completing the collection	"Enter" to update program data and remittance data to the receipt file.
	changing remittance amount	"Cmd2" to restart remittance entry.
less than the the program data	Screen AGK01510 will be displayed:	
	<ul style="list-style-type: none"> showing that the remittance data is less than the program data with the message, "Additional remittances are required to complete this transaction." 	
	IF...	THEN PRESS...
	entering more remittances	"Enter" to continue.
greater than the program data	changing remittance amount	"Cmd2" to restart remittance entry.
	Screen AGK01510 will be displayed with the message, "Is this an overpayment that needs to be refunded?"	
	IF...	THEN...
	recording another program data record for the same remittance number	ENTER "N" to record the next program data record.
	changing remittance amount	PRESS "Cmd2" to restart remittance entry.
	issuing a refund check (CCC-184)	ENTER "Y" to record refund check (CCC-184). See 1-FI for procedures about disbursing CCC-184.

Continued on the next page

6 Recording FLP Remittance Data (Continued)

K
Example of
Screen
AGK01510

Following is an example of Screen AGK01510.

Accounting	107 LINN	Entry	AGK01510
Collection Transaction Summary Screen		Version: AA64 10-24-1998 12:56	Term #1

Schedule Number 0012	Schedule Type HISTORY	Schedule Date 07-09-1992	

Program Data Accepted From	Cash Receipts	For	\$125.00
On Program Code FCP		Repaid	01-16-1998
By Robert Monroe	ID Number 513320573	Type	S

Collection Transaction Summary			
Check/Item Number 00000105	Check/Item Amount	\$125.00	
	Payment Made By	JAMES W GABBERT	
After recording the above program data, this collection has:			
1 Remittance record	for a total amount of	\$125.00	
1 Program Data record	for a total amount of	<u>\$125.00</u>	
Enter=Continue	Cmd2=Return To Remittance Entry	Help=Help Text	

Note: The message displayed will vary depending on the amount of program and remittance data.

7 Using Cash Receipts to Record FLP Dishonored Checks

A

Overview

An FLP dishonored check is a check that has been deposited but did not clear banking channels for various reasons. Essentially, CCC did not receive credit for the deposited funds.

B

Notification of Dishonored Checks

State and County Offices will receive notification of dishonored checks from different sources depending on whether the office is in CBS or mails deposits to the CCC Lockbox Bank.

- State and County Offices in CBS will receive notice of dishonored checks from the local depository. The local depository will return the checks directly to the State or County Office.
 - State and County Offices that mail deposits to the CCC Lockbox Bank will receive notice of dishonored checks from KCMO. State Offices will be notified by FAX. County Offices will receive the dishonored check with a copy of KC-378.
-

C

Notifying Remitter

If a dishonored check is returned, immediately notify the payee by telephone, and confirm by letter, that a dishonored check was received by the County Office. The payee must redeem with a cashier's check or money order. Do **not** charge the FLP payee a dishonored check fee.

D

Reversal of Original Transaction

Upon receiving notification of a dishonored check, County Offices shall modify the original collection nonautomated program code FCP to nonautomated program code DISHCKCANFCP through the Cash Receipts Application.

Also, CBS County Offices shall use program code DISHCK to reimburse the local depository. See 3-FI, paragraph 168.

Continued on the next page

7 Using Cash Receipts to Record FLP Dishonored Checks (Continued)

E

**Entering
Dishonored
Checks**

This table provides instructions to record an FLP dishonored check.

Note: Do not delete the FCP collection related to the dishonored check. Always modify the nonautomated program code.

Step	Action	Result
1	On Menu AGK000, ENTER "2", "Modify or Delete Schedule of Deposit (CCC-257) Information".	Screen AGK20500 will be displayed.
2	ENTER "2", "Modify/Delete collection records already deposited", in the "Select Option" field and PRESS "Field Exit".	
3	Enter the original CCC-257 number in the "Schedule Number to be Affected" field and PRESS "Field Exit". PRESS "Enter".	Screen AGK22000 will be displayed.
4	ENTER "X" next to the FCP record that needs to be modified and PRESS "Cmd20".	Screen AGK22510 will be displayed.
5	ENTER "DISHCKCANFCP" in place of FCP in the "Program Code" field and PRESS "Enter".	Screen AGK22510 will be redisplayed with the program code changed to "DISHCKCANFCP".
6	PRESS "Cmd20" to confirm the change.	After the Data Control and Cash Receipts System processes the change, Screen AGK22000 will be displayed to record any other change.
7	PRESS "Cmd7" to exit.	

8 Correcting FLP Collections

A

Overview

This paragraph provides instructions for using the modify and delete option for FLP collections on Menu AGK000. Remittances can be corrected by modifying or deleting program data records, remittance records, or both.

B

General Rules for Correcting Remittances

When modifying or deleting, only 1 record may be used at a time. The system will not allow remittance data to be less than program data. If remittance data needs to be reduced by either modifying or deleting, reduce the program data first.

Note: Modifications of FCPLC data is not allowed after CCC-257 has been prepared and transmitted to KCMO. County Offices shall file a "problem case" and FAX or mail it to SLKCFO, LOD. See subparagraph 1 D for the mailing address and FAX number.

C

Most Common Errors

The following table provides the most common errors and solutions related to remittances and CCC-257's.

Errors	Solution
<p>Incorrect borrower "program" data was entered on Special Data Screen AGK01201.</p> <p>Examples: Wrong collection code, fund code, or loan coding.</p>	Follow instructions in this paragraph.
<p>Incorrect "remittance" data, such as wrong check number, was entered in Screen AGK01500.</p>	Follow instructions in this paragraph.
<p>A borrower who has 2 loans makes a payment by forwarding 1 check to be applied to both loans. However, the County Office records the borrower payment to only 1 loan. A few days later, the County Office finds out that the payment was applied incorrectly to the borrower's account. County Office needs to make the correction.</p>	<p>Prepare FmHA 1951-7 according to Forms Manual Insert for FmHA 1951-7. Mail or FAX FmHA 1951-7 to SLKCFO, LOD to correct the borrower's loans. See subparagraph 1 D for the mailing address and FAX number.</p>

Continued on the next page

8 Correcting FLP Collections (Continued)

C Most Common Errors (Continued)

Errors	Solution
Incorrect borrower State and county case number was entered on Screen AGK01000.	Include applicable 15-digit State and county code, and follow instructions in this paragraph.
Checks being returned by financial institutions because of improper endorsement.	Follow instructions in 3-FI, paragraph 32 and redeposit the check.

D Accessing Modify and Delete Option

To access the modify and delete option, ENTER "2" and PRESS "Enter" on Menu AGK000.

Result: Screen AGK20500 will be displayed.

E Example of Screen AGK20500

Following is an example of Screen AGK20500.

Accounting	000 County	Modify	AGK20500
Schedule of Deposit	Modify Select Screen	Version AA01 10-25-1998	Term #1

<u>Schedule of Deposit Modification Select</u>			
1. Modify/Delete collection records not yet deposited.			
2. Modify/Delete collection records already deposited.			
Select option X			
Schedule number to be Affected XXXX			
Enter=Continue		Cmd7=End	

Continued on the next page

8 Correcting FLP Collections (Continued)

F

Completing
Screen
AGK20500

Use this table to complete Screen AGK20500.

Activity	Action	Result
Correct data from CCC-257 that has not been balanced and prepared in the system.	<ul style="list-style-type: none"> ENTER "1" and PRESS "Field Exit". Enter number of CCC-257 needing to be corrected and PRESS "Field Exit". PRESS "Enter". 	Screen AGK22000 will be displayed.
Correct data from CCC-257 that has been balanced and prepared in the system.	<ul style="list-style-type: none"> ENTER "2" and PRESS "Field Exit". Enter number of CCC-257 needing to be corrected and PRESS "Field Exit". PRESS "Enter". 	Screen AGK22000 will be displayed.
Exit the correction process without correcting any records.	PRESS "Cmd7" to return to Menu AGK000.	

Note: Options 1 and 2 on Screen AGK20500 will operate in a similar manner. The difference will be in the files that are updated and the information that is transmitted at the end of the modify or delete process.

Continued on the next page

Notice FI-2341

8 Correcting FLP Collections (Continued)

G Example of Screen AGK22000

Following is an example of Screen AGK22000.

Accounting	000 County	Pgm/Rmt Select	AGK22000
Modify/Delete Selection Screen		Version 0000 10-30-1998	Term #1

Schedule Number 0001			
Rec. M	Remitter/Producer	Program Code	Reference
Type D	Identification	Check Number	Number

PGM	- Robert Monroe	FCP	\$125.00
RMT	- Robert Monroe	00000001	\$125.00
Enter an X in the MD column next to the record you wish to modify or delete. Select appropriate Cmd key.			
Cmd4=Previous Screen Cmd7=End Cmd20=Change Cmd24=Delete Roll=Page			
Help=Help Text			

Note: When modifying or deleting an amount, the action affects the balance of CCC-257. If only 1 record amount is modified or deleted, CCC-257 may be out-of-balance.

Continued on the next page

8 Correcting FLP Collections (Continued)

H

Using Screen AGK22000

Use this table to correct records displayed on Screen AGK22000.

Activity	Action	Result
Modify an FCP, FCPLC, or remittance record. Note: See subparagraph: <ul style="list-style-type: none"> I for an example of Screen AGK22510 J for an example of Screen AGK22520 K for an example of Screen AGK22020. 	ENTER "X" next to the record needing to be modified and PRESS "Cmd20".	The following screens will be displayed with data to be modified: <ul style="list-style-type: none"> Screen AGK22510 for FCP data Screen AGK22520 for FCPLC data Screen AGK22020 for remittance data.
	Modify applicable data and PRESS "Enter".	The following screens will be displayed with modified data: <ul style="list-style-type: none"> Screen AGK22510 for FCP data Screen AGK22520 for FCPLC data Screen AGK22020 for remittance data.
	PRESS "Cmd20" to confirm modified data.	Screen AGK22000 will be displayed. The user can either modify or delete another record or PRESS "Cmd7" to exit.
Delete an FCP, FCPLC, or remittance record.	<ul style="list-style-type: none"> ENTER "X" next to the record needing to be deleted. PRESS "Cmd24". 	The following screens will be displayed with data to be deleted: <ul style="list-style-type: none"> Screen AGK22510 for FCP data Screen AGK22520 for FCPLC data Screen AGK22020 for remittance data.
	<ul style="list-style-type: none"> PRESS "Cmd24" to delete data. PRESS "Cmd24" again to confirm deleted data. 	Screen AGK22000 will be displayed. The user can either modify or delete another record or PRESS "Cmd7" to exit.

Continued on the next page

Notice FI-2341

8 Correcting FLP Collections (Continued)

I Example of Screen AGK22510

Following is an example of Screen AGK22510 that displays when the command is selected to modify or delete a nonautomated program data record.

Accounting	XXX COUNTY	Modify Pgm	AGK22510
Modify/Delete Program Data Screen		Version 0000	10-30-1998 Term L5

Schedule Number 0015	Schedule Date 11-01-1996
----------------------	--------------------------

Program code FCP	Credit Date 103196	Credit Amount \$100.00
Borrower ID Number 999999999	ID Type T	Name J. Doe

Borrower Case Number State 10	County 010	Collection Code 00
Normal		

Fund Code 01	Loan/Lease Number 01	Loan Coding R	Advice Number
--------------	----------------------	---------------	---------------

Transferor/Lessee ID Number	ID Type	Name
Transferor/Lessee State	County	Effective Date
Transferor/Lessee Fund Code	Loan Number	
Original Equity RECAP Amount		
Equity RECAP Collected		

Enter Free Form Special Data

Enter=Continue Cmd4=Previous Screen Cmd7=End Help=Help Text

Continued on the next page

Notice FI-2341

8 Correcting FLP Collections (Continued)

J

Example of Screen AGK22520

Following is an example of Screen AGK22520 that displays when the command is selected to modify or delete a nonautomated program data record.

Accounting	XXX COUNTY	Modify Pgm	AGK22520
Modify/Delete Program Data Screen		Version 0000	10-30-1998 Term L5

Schedule Number 0015	Schedule Date 11-01-1996		
Program code FCPLC	Credit Date 10311998	Credit Amount \$100.00	
Borrower ID Number 999999999	ID Type T	Name J. Doe	
Borrower Case Number State 10	County 010		
Fund Code 99	Loan Number 99	Assistance Code	
Cancel Action Code A1	Type Code F	Fiscal Year 99	
Check Number 999999999	Check Date MMDDYYYY		
Purchase Order Number 60 9999 9 99999	Invoice Number 999999999999999		
Vendor Name			
Enter Free Form Special Data			

Enter=Continue Cmd4=Previous Screen Cmd7=End Help=Help Text			

Continued on the next page

Notice FI-2341

8 Correcting FLP Collections (Continued)

K

Example of Screen AGK22020

Following is an example of Screen AGK22020 that displays when the command is selected to modify or delete a remittance record.

Accounting	XXX COUNTY	Modify	AGK22020
Modify/Delete Remittance Data Screen	Version 0000	10-30-1998	Term L5

Schedule Number 0001	Schedule Date CURRENT		
Payment Made By	J. Doe		
Check/Item Number	00000001		
Amount	\$100.00		
Money Order Fee			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

L

Warning

Screen AGK23001 will be displayed if the user attempts to exit the modify option using "Cmd7" and CCC-257 is out-of-balance.

Accounting	XXX COUNTY	Balancing	AGK23001
Schedule of Deposit Balancing Screen	Version AA01	XX-XX-XXXX	Term L5

Schedule Number 0001 has one or more transactions not in balance on the CASH RECEIPT FILE			
Total Remittance Amount	\$125.00		
Total Program Data Amount	<u>\$60.00</u>		
Yielding a Difference of	\$65.00		
Cmd4=Previous Screen Cmd7=End			

Collection Codes and Special Data Requirements

Use the following table to record, if applicable, special data in Screen AGK01201 when using nonautomated program code FCP.

If the collection code entered on Screen AGK01005 was...	THEN on Screen AGK01201 enter...
00, 01, 03, 05-07, 09, 15-16, 21, 30-35, 40-41	a fund code and a loan/lease number.
00, 01, 03, 05-09, 21, 40, or 41	an application code in the first "Loan Coding" field. Valid codes are: A=Administrative Offset R=Regular Payment D=Installment Set-Aside G=Extra Payment U=Refund Y=Refinancing.
16	the application code Q=Equity Receivable in the first "Loan Coding" field.
00, 05, 07, 16, 21, 40 or 41	the final payment code in the second "Loan Coding" field, which equals "X" only if it is final pay.
16	the sale number in the third position of the "Loan Coding" field for partial sales only. Valid values are 0-9.
00, 05, 07, 21, 40, or 41 (and there is a final payment)	a final code in the fourth "Loan Coding" field. Valid codes are: R=Refinance S=Sale of Property I=Income O=Other.
16	a final code in the fourth "Loan Coding" field. Valid codes are R, S, I, O or 0-9.
10-15 or 27	an advice number.
03, 15, or 27	a transferor/lessee ID number, ID type, name, and State and county number.
03	transferor fund code and loan number, and the effective date of 1M transaction.
16	the original equity RECAP amount, and the equity RECAP amount collected to date.
02	Note: No entry is required.

Special Data Requirements for Nonautomated Program Code FCPLC

Use the following table to record, if applicable, special data in Screen AGK01202 when using nonautomated program code FCPLC and canceling vendor checks only.

If the program code entered on Screen AGK01005 is FCPLC, THEN on Screen AGK01202 enter...
a loan number and fund code. <u>1/</u>
the assistance code. Relates to "Ag. Loan Mediation Programs Grants" or ALPMG. <u>1/</u>
a cancel action code. Valid codes are: B1=Loan Cost Check: Taxes B2=Loan Cost Check: Insurance B3=Loan Cost Check: Advertising B4=Loan Cost Check: Other C4=Other.
a type code. Valid codes are: <u>1/</u> P=Partial F=Full.
an FY number. <u>1/</u>
a vendor check number. <u>1/</u>
a vendor check date.
a purchase order number. First 2 digits must start with "60" and required if cancel action code equals "B1", "B2", "B3", or "B4". <u>1/</u>
an invoice number. Required if cancel action code equals "B1", "B2", "B3", or "B4". <u>1/</u>
a vendor name. Required if cancel action code equals "B1", "B2", "B3", or "B4". <u>1/</u>

1/ If applicable. _____

List of Various Types of Valid Collection Codes

This table contains a list of valid collection codes that can be used when recording an FLP collection using nonautomated program code FCP.

Code	Description
00	Normal Collection.
01	An Initial Loan Payment on Credit Sale en route for processing. Subsequent collections will be "Normal Collections".
02	Credit Report Fees. Note: Amount must be less than \$100.
03	Downpayment by Transferee (Assumption Agreement).
05	Judgment Account Payment.
06	Compromise or Adjustment offer. Note: Always identify the type of offer in the "Free From Special Data" field.
07	Foreclosure or Bankruptcy Sale.
08	Credit for Account Previously Charged Off.
09	Refund of collections made payable to FSA, which FSA is not entitled. Use only when the associated collection is being submitted. Refund of collections previously submitted must be requested in writing. Include in the written request the borrower's or lessee's name, case number, fund code, loan number, amount of payment applied to account, date of credit, form of remittance (schedule or coupon), refund amount, reason for refund, and name refund is to be made payable. The request should be signed and dated by the borrower or lessee and the farm loan servicing official. Submit the request to SLKCFO, using the mailing address in subparagraph 1 D of this notice.
10	Miscellaneous Income To Be Applied to Inventory Account.
11	Downpayment on Purchase of Inventory Property (Credit Sale).
12	Cash Sale of Inventory Property.
13	Chattel Sales of Acquired Property.
14	Mineral Interest Payment on Government-Owned Property.

Continued on the next page

List of Various Types of Valid Collection Codes (Continued)

Code	Description
15	Rent and Lease of Government-Owned Real Estate.
16	Equity Receivable (Net Recovery Buyout and Shared Appreciation Agreement). Note: This code will be used for all equity recapture receivable collections.
21	Other. Note: County Offices shall explain use of this code in the "Free Form Special Data" field on Screen AGK01201.
27	Security Deposit for Leased Property.
30	Guarantee Loan Fees. Note: The loan information shown on FmHA 1980-19 will be processed through the Automated Discrepancy Processing System by Field Offices using Transaction Code GA/4030, Guaranteed Loan Closing Report. Keep FmHA 1980-19 at the appropriate Field Office.
31	Repayment of Appraisal Fees on Guaranteed FLP loans.
32	Payment on Repurchased Guaranteed Farm Loan. Note: Prepare FmHA 1980-43 and mail it to SLKCFO, using the mailing address in subparagraph 1 D of this notice.
33	Subsequent Recovery of Final Loss or Final Loss Refund on Guaranteed Loan. Note: Prepare FmHA 449-30 and mail it to SLKCFO, using the mailing address in subparagraph 1 D of this notice.
34	Return of Entire Estimated or Final Loss for Guaranteed Loan.
35	Return of Other Guaranteed Loan Remittances.
40	Payments From Other Agencies for Administrative Offset. Also use for FSA internal offset.
41	Payments From Other Agencies for Salary Offset.

Continued on the next page

List of Various Types of Valid Collection Codes (Continued)

Code	Description
50	Payments on loan from FSA Administrative Offset - Other
51	Payments on loan from FSA Administrative Offset - Production Flexibility
52	Payments on loan from FSA Administrative Offset - Livestock Indemnity Program
53	Payments on loan from FSA Administrative Offset - CRP
54	Payments on loan from FSA Administrative Offset - Environmental Quality Insurance Program
55	Payments on loan from FSA Administrative Offset - Tobacco
56	Payments on loan from FSA Administrative Offset - Peanuts
57	Payments on loan from FSA Administrative Offset - Rice
58	Payments on loan from FSA Administrative Offset - Reserved
59	Payments on loan from FSA Administrative Offset - Reserved
60	Payments on lease from FSA Administrative Offset - Lease Other
61	Payments on lease from FSA Administrative Offset - Lease Production Flexibility
62	Payments on lease from FSA Administrative Offset - Livestock Indemnity Program
63	Payments on lease from FSA Administrative Offset - CRP
64	Payments on lease from FSA Administrative Offset - Environmental Quality Insurance Program
65	Payments on lease from FSA Administrative Offset - Lease Tobacco
66	Payments on lease from FSA Administrative Offset - Lease Peanuts
67	Payments on lease from FSA Administrative Offset - Lease Rice
68	Payments on lease from FSA Administrative Offset - Reserved
69	Payments on lease from FSA Administrative Offset - Reserved

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations

A**Using
FmHA 1940-10**

FmHA 1940-10 is used to cancel loans and grant program-related U.S. Treasury checks and/or obligations of funds for:

- loan or grants:
 - check (advance) only
 - check and obligation - equal amounts
 - check and obligation - unequal amounts
 - obligation only (insured or guaranteed)
 - program loan cost Treasury checks. FmHA 1940-10 shall not be used to cancel substitute vendor checks.
-

B**ADPS-Related
Transaction
Codes**

The following are ADPS-related transaction codes:

- 1D, Cancellation of Loan/Grant-Obligation Only
 - 1E, Check Cancellation-Obligation Retained (Finance Office Only)
 - 1I, Judgment Cost
 - 1J, Cancellation of Obligation and/or Check-Closed Loans (Finance Office Only)
 - 1L, Recoverable Program Loan Cost
 - 1X, Acquired Property Cost
 - 1Y, Loan/Grant Cancellation-Obligation and Check (Finance Office Only)
 - 1K, Nonrecoverable Cost.
-

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)**C****Guidelines on
Preparing
FmHA 1940-10**

Use the following table as a guideline when doing either of the following:

- preparing and mailing FmHA 1940-10 with the unused Treasury check to SLKCFO, LAD
- preparing FmHA 1940-10 to cancel obligations only.

IF canceling...	THEN...	AND...
a Treasury check (advance) only	prepare FmHA 1940-10	mail FmHA 1940-10 and Treasury check to SLKCFO, LAD for cancellation.
a Treasury check and obligation and the amounts are different amounts	<ul style="list-style-type: none"> • prepare one FmHA 1940-10 to cancel the amount of the obligation only • prepare one FmHA 1940-10 to cancel the Treasury check 	<ul style="list-style-type: none"> • mail FmHA 1940-10 established for the Treasury check to SLKCFO, LAD for cancellation • if the loan is unclosed, process through ADPS a "1D" transaction to cancel the obligation after the Treasury check has been canceled and added back to the undisbursed balance <p>Notes: The borrower case file copy of FmHA 1940-10 shall be used to process obligation cancellations via ADPS.</p> <p>When processing through ADPS the cancellation of an obligation with a Treasury check cancellation and the undisbursed balance is less than the amount of the canceled obligation, the County Office shall, on a daily basis, view the undisbursed balance to determine when the Treasury check cancellation was processed. Subsequent to the processing of the Treasury check cancellation, the County Office shall process the cancellation of the obligation.</p>

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

C
Guidelines on
Preparing
FmHA 1940-10
(Continued)

If canceling...	THEN...	AND...
a Treasury check and obligation and the amounts are the same	prepare FmHA 1940-10 to cancel both the obligation and Treasury check	mail FmHA 1940-10 to SLKCFO, LAD for cancellation of Treasury check and obligation.
obligation only of an unclosed loan	prepare FmHA 1940-10 to process via ADPS a "1D" transaction	retain a copy of FmHA 1940-10 in borrower's case file.
obligation only of a closed loan	prepare FmHA 1940-10	FAX to SLKCFO, LOD to process the cancellation of any portion of the obligation of a closed loan.

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)**D****Preparing
FmHA 1940-10**

Use the following table to prepare FmHA 1940-10 when canceling either of the following:

- Loan or Grant Treasury Check and/or Obligation
- Program Loan Cost Treasury Checks.

Item	Instructions
1	<p>Enter borrower's case number.</p> <p>Note: For Program Loan Cost cancellations where more than 1 borrower is tied to the Treasury check cancellation, enter the numeric code identifying the State and the word "MULTIPLE".</p> <p>Example: 13.00 MULTIPLE</p>
2	Enter abbreviation for description of assistance for applicable Association Programs.
3	<p>Enter FLP fund code. The fund code can be obtained from ADPS "UN" screen.</p> <p>Notes: ENTER "00" for FLP grants.</p> <p>Leave blank and see item 16 for Program Loan Cost cancellations where more than 1 borrower is tied to the Treasury check cancellation.</p>
4	<p>Enter borrower's loan number.</p> <p>Note: Leave blank and see item 16 for Program Loan Cost cancellations where more than 1 borrower is tied to the Treasury check cancellation.</p>
5	<p>Enter borrower's last name (comma, no space), first name or initial (space), and middle name or initial.</p> <p>Example: Doe,John L</p> <p>Note: Leave blank and see item 16 for Program Loan Cost cancellations where more than 1 borrower is tied to the Treasury check cancellation.</p>
6	<p>Complete this item only if canceling a Program Loan Cost Treasury check.</p> <p>Enter the vendor's name from FmHA 838-B. Abbreviate when necessary.</p>

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)**D
Preparing
FmHA 1940-10
(Continued)**

Item	Instructions
7	<p>Enter the amount of the Treasury check and/or obligation being canceled.</p> <p>Notes: The amounts shall be equal, if an obligation and Treasury check are being canceled on the same FmHA 1940-10.</p> <p>For guaranteed loans, enter the face amount of the partial or total obligation cancellation rather than percent of guaranteed amount. See item 12c for applicable cancellation code.</p> <p>For guaranteed Interest Rate Buydown obligation cancellation, enter the face amount of loan on which the Interest Rate Buydown will be canceled.</p> <p>For guaranteed Interest Assistance Only cancellations (item 12c equals 6), ENTER "0.00".</p>
8	Enter the Treasury check date of the advance being canceled.
9	Enter the Treasury check number that appears on the face of the check.
10	Enter the last 2 digits of FY in which the loan and/or interest assistance/buydown was originally obligated.
11	Enter the applicable obligation cancellation code. ENTER "P" if partial or "F" if full.

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D Preparing FmHA 1940-10 (Continued)

Item	Instructions		
12a	IF canceling...	THEN ENTER code...	Purpose
	a Treasury check only (advance will be reordered)	1.	SLKCFO will cancel the advance equal to the amount shown in item 7. The cancellation amount and any other undisbursed balance for the related obligation will remain available when the County Office requests future advances.
	a Treasury check and obligation (equal amounts)	2.	SLKCFO will cancel the advance equal to the amount shown in item 7. The obligated funds will be reduced for the same amount. The canceled funds will not be available for future advances. This code shall only be recorded when the obligation and the advance canceled are equal amounts.
	an obligation only	3.	Obligated funds will be reduced by the amount in item 7.
12b	a Program Loan Cost Treasury check	1.	Cancellation of funds that were originally requested for "Taxes".
		2.	Cancellation of funds that were originally requested for "Insurance".
		3.	Cancellation of funds that were originally requested for "Advertising".
		4.	Cancellation of funds that were originally requested for "Other". Note: The County Office shall specify the purpose or reason for Treasury check request, such as legal fees, real estate commissions, caretaker fees, repairs, etc.

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D
Preparing
FmHA 1940-10
(Continued)

Item	Instructions		
12c	IF canceling...	THEN ENTER code...	Purpose
	other	1.	If canceling a guaranteed loan obligation.
		2.	If canceling a guaranteed loan obligation and corresponding interest rate buydown obligation. Note: Complete item 14.
		3.	If canceling only the interest rate buydown obligation on a guaranteed loan.
		4.	If canceling other guaranteed related Treasury checks.
		5.	If canceling a full guaranteed loan obligation and the full corresponding Interest Assistance obligation. Note: Item 11 shall equal "F". Items 7, 10, and 15 shall be filled accordingly. If canceling a partial guaranteed loan obligation and the partial corresponding Interest Assistance obligation. Note: Item 11 shall equal "P". Items 7, 10, and 15 shall be filled accordingly.
		6.	If canceling a full Interest Assistance obligation for a guaranteed loan. Note: Item 11 shall equal "F". Item 10 shall be filled accordingly. If canceling a partial Interest Assistance obligation for a guaranteed loan. Note: Item 11 shall equal "P". Items 10 and 15 shall be filled accordingly.

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D Preparing FmHA 1940-10 (Continued)

Item	Instructions
13a	<p>Complete this item only if canceling a Program Loan Cost Treasury check.</p> <p>Enter 1 of the following ADPS transaction codes:</p> <ul style="list-style-type: none"> • 1I, Judgement Cost • 1K, Nonrecoverable Cost • 1L, Recoverable Program Loan Cost • 1X, Acquired Property Cost. <p>Note: The transaction code can be identified from the ADPS discrepancy screen or online history.</p>
13b	<p>Complete this item only if canceling a Program Loan Cost Treasury check.</p> <p>Enter the 12-digit type 60 purchase order number.</p> <p>Note: The purchase order number is recorded on the face of the Treasury check and on FmHA 838-B prepared by County Offices to request the check initially.</p> <p>Example: 6064KX4N0001</p>
13c	<p>Complete this item only if canceling a Program Loan Cost Treasury check.</p> <p>Enter the 20-digit invoice number.</p> <p>Note: The invoice number is recorded on FmHA 838-B prepared by County Offices to request the check initially.</p>
14a	<p>If item 12c equals:</p> <ul style="list-style-type: none"> • "2", enter the date of obligation from the ADPS "UN" screen, mnemonic ZDOO • "3", enter the date of obligation from the ADPS "UN" screen, mnemonic DTOB.

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D Preparing FmHA 1940-10 (Continued)

Item	Instructions
14b	<p>Enter the applicable code for the term of interest rate buydown to be canceled.</p> <p>Note: 1 = One year 2 = Two years 3 = Three years 4 = Four years 5 = Five years</p>
14c	<p>Enter the interest rate for buydown.</p> <p>Note: The interest rate shall be equal to the interest rate recorded on ADPS "UN" screen, mnemonic BDRT.</p>
15a	<p>Complete this item only if a guaranteed loan and/or Interest Assistance obligation is being canceled and a:</p> <ul style="list-style-type: none"> • "P" code was entered in item 11 • "5" or "6" code was entered in item 12c. <p>Enter the revised computation loan amount. The amount of the buydown computation amount should be after the deobligation.</p> <p>Note: This amount shall equal ADPS "UN" screen, mnemonic BDCA less the amount entered in item 7, if item 12c equals "5". Amount cannot exceed the amount from ADPS "UN" screen, mnemonic BDCA, if item 12c equals "6".</p>
15b	<p>Leave blank.</p> <p>Note: This is for SLKCFO use only.</p>
15c	Enter the term of Interest Assistance that should remain after the cancellation.
15d	Enter the date of obligation from ADPS "UN" screen, mnemonic ZDOO if item 12c equals "5" and item 11 equals "P".

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D Preparing FmHA 1940-10 (Continued)

Item	Instructions
16	<p>Do the following in this item, if applicable:</p> <ul style="list-style-type: none"> • briefly explain why cancellation action was taken by the County Office • enter date of obligation if cancellation is for an association type program recorded in item 2 • for cancellation of Treasury checks and obligation of funds for unequal amounts, provide the description on both sets of FmHA 1940-10 sent to SLKCFO, LAD. <p>Examples: Obligation cancellation for \$5,000.00 Treasury check cancellation for \$3,000.00</p> <p>For Program Loan Cost check cancellations where multiple borrowers are involved, provide the following:</p> <ul style="list-style-type: none"> • borrower name • case number • fund code • loan number • amount being canceled for each borrower. <p>Examples: Land Doe 13-12-0946351461 46-01 \$100.00 Farm Doe 13-12-0465212104 41-01 \$100.00</p> <p>Note: The total of these individual amounts shall equal the amount recorded on item 7.</p> <p>When canceling or deobligating community programs loan or grant funds, enter the date the loan or grant was obligated.</p>

Continued on the next page

Processing FmHA 1940-10 to Cancel FLP Treasury Checks and/or Obligations (Continued)

D
Preparing
FmHA 1940-10
(Continued)

Item	Instructions
17	FSA-authorized representative shall sign.
18	Enter the agency title of the authorized representative who signed in item 17.
19	Enter signature date.
20 through 24	Leave blank. Note: This is for SLKCFO use only.
